

# **RESIDENCY STANDARDS & GUIDELINES**

Joint Committee on Training and Certification  
July 2024

**The American College of  
Veterinary Emergency and Critical Care**



**Residency Standards  
for Individuals Seeking to Register  
for a Residency or Fellowship**

(Last updated June 2024)

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**Note:** Forms referenced in this document can be found on the resource pages of the ACVECC website or the residency training database.

ACVECC website: <https://www.acvecc.org>

Residency Training Database: <https://residencytraining.acvecc.org>

## INTRODUCTION

The Residency Training Program is the foundation for the training of future Diplomates in the American College of Veterinary Emergency and Critical Care (ACVECC). The critical components of a Residency Training Program are:

- An Approved Residency Training Facility at which a specific Residency Training Program is located
- Approved Mentorship
- Residency Training Plan specifying how the requirements listed in this document are to be met

The requirements described in this document are the *minimum standards* established by the ACVECC. However, an ACVECC Residency is more than simply meeting the requirements that are the **letter** of this document. An ACVECC Residency should also embody the **spirit** contained within these Standards; that is, to train highly capable Residents rather than minimally qualified Residents. All ACVECC Diplomates involved in Resident training are representatives of the ACVECC and must ensure that these standards are maintained.

A residency is an intimate partnership in learning that can only be accomplished with frequent, regular, and intense interaction and communication between a Mentor and their Resident. In addition to the specific requirements described in this document, Residents under the guidance of their mentor are expected to develop the following skills:

- A problem-based approach to patient care
- Clinical expertise
- Critical thought
- Awareness and critical appreciation of relevant literature
- Exceptional written and oral communication skills
- The ability to impart knowledge to others

Working to achieve these goals supports the **spirit** of the Residency Standards and the excellence that is expected of an ACVECC Residency Training Program.

**Note:** There is no guarantee, expressed or implied that a resident in completing the minimum requirements listed in this document will have met the spirit of their residency training program. Nor is there a guarantee, expressed or implied, that they will be able to pass the certifying exam. It is up to the resident, under the guidance of the mentor to recognize their strengths and weaknesses and to expand on the Core Curriculum to complete the knowledge, experience, and skills to qualify as a Diplomat of ACVECC.

Applicants, residents, fellows, and candidates may NOT claim any affiliation with ACVECC, in print or in any other format, until they are board-certified in the college. They may only claim affiliation with their residency training facility.

These training standards are updated periodically. The requirements and governing rules set forth in the most current version of this document are intended to apply to ALL residents, mentors, and programs. In extenuating circumstances, exceptions may be considered by committees and/or the Council of Regents.

## OVERVIEW: THE STEPS TO BECOMING AN ACVECC DIPLOMATE

- i. Apply for approval of a Residency Training Program (*Mentor to complete*)
- ii. Register Resident with the College (*Resident must register at [residencytraining.acvecc.org](http://residencytraining.acvecc.org)*)
- iii. Complete Core Curriculum
  - a. Complete Immersion Weeks
  - b. Complete Teaching Requirements
  - c. Fulfill Didactic Learning Requirements
  - d. Fulfill Knowledge Requirements
  - e. Complete Skills and Experience List
  - f. Complete all Benchmark Assignments
- iv. Complete all Annual Progress Reports
- v. Complete Credentials Application
- vi. Have manuscript accepted for publication
- vii. Complete Final Progress Report
- viii. Register for, take and pass Certifying Examination
- ix. Receive approval of Diplomate status from Council of Regents

## RESIDENCY TRAINING PROGRAM

The College expects Residency Training Programs to become cohesive, integrated, stable, ongoing, institutionalized programs that exemplify and promote the College's standards. The key components of a Residency Training Program are the:

- Residency Training Facility
- Mentor(s)
- Residency Training Plan(s)

**Residency Training Facility:** A primary Residency Training Facility (RTF) represents the ACVECC-approved site at which a Residency Training Program exists, as well as the site at which Residents affiliated with a particular Residency Training Program complete Emergency and Critical Care (E/CC) Immersion weeks (see *Training Requirements section for additional information*).

**Facility Standards and Certification:** A Residency Training Facility must be open for business 24 hours a day, every day of the year. Any facility that applies to become a Residency Training Facility must either: a) provide the ACVECC Residency Training Committee (RTC) with written proof of Veterinary Emergency and Critical Care Society (VECCS) Level I Facility certification; or b) demonstrate that the facility meets the minimum facility standards for a Veterinary E/CC Center as established by the RTC. In order for a Residency Training Program to maintain ACVECC approval for a Residency Training Facility, the Program must provide up-to-date documentation of VECCS Level 1 Facility certification or otherwise certify that the facility complies with the current minimum facility standards for a Veterinary E/CC Center with each annual update (see below). These standards can be found at <http://www.acvecc.org/Residency-Training/Become-A-Residency-Training-Facility>.

**Species-Specific Residency Training Facilities:** An RTF that is utilized to train large animal-focused Residents represents a separate training facility from that which is utilized to train small animal-focused Residents, even if the facilities are part of the same institution. Individuals cannot serve as the full time ACVECC Diplomate in more than one RTF and small animal programs can only utilize small animal-focused full time ACVECC Diplomates to satisfy the two ACVECC Diplomate minimum RTF requirement.

**ACVECC Diplomate Affiliations:** Any facility that applies to become an RTF for the purpose of training small animal-focused Residents must be affiliated with at least two (2) ACVECC Diplomates licensed and authorized to practice as a staff specialist in the facility, and who are in attendance “full time.” Full time, for this purpose, is defined as attendance at the RTF for a minimum of 30 hours per week and 40 weeks per year.

At this time, any facility that applies to become an RTF for the purpose of training large animal- focused Residents must be affiliated with at least one (1) ACVECC Diplomate licensed and authorized to practice as a staff specialist in the facility, and who is in attendance on a full-time basis. Any large animal- focused Residency Training Program that utilizes an RTF that is affiliated with only one (1) full-time ACVECC Diplomate must also be affiliated with at least one additional large or small animal-focused ACVECC Diplomate. This additional ACVECC Diplomate need not be present at the RTF on a full-time basis but must actively participate in the training of Residents at that RTF.

Within the Residency Training Program, ACVECC Diplomates may serve as Mentors (see below for Mentor requirements), Supervisors (see the *Definitions and Requirements* section for Supervisor requirements), or both. In all cases, a minimum of 2 ACVECC Diplomates must actively participate in the training of E/CC Residents at the RTF. The *spirit* of this requirement is to create a culture of specialist-level E/CC practice to facilitate Resident training to the highest possible standards. This should be provided by the continual presence and guidance of two or more ACVECC Diplomates.

In the event a Residency Training Facility utilized to train small animal-focused Residents experiences the loss of ACVECC Diplomates such that it employs < 2 full time ACVECC Diplomates, the Facility must notify the ACVECC Residency Training Committee immediately (within 7 days of this event) and propose a detailed plan for how Resident training will proceed until the Facility again employs  $\geq$  2 full time ACVECC Diplomates. The associated Residency Training Program will then be placed on probation for up to 24 weeks. On Day 1 of Week 25, if a second full-time ACVECC Diplomate is not employed by the facility, the associated Residency Training Program will be suspended (see the *Residency Training Program Probation and Suspension* section for additional information).

In general, with the loss of multiple ACVECC Diplomates such that no ACVECC Diplomate remains at a Residency Training Facility, the associated Residency Training Program will be placed on probation for up to 12 weeks (see the *Residency Training Program Probation and Suspension* section for additional information). As no ACVECC Diplomate will be available to provide supervision for E/CC Immersion, Residents affiliated with this training program may continue to train in Independent Study or non-ECC Specialty Immersion only during this probationary period.

**Research:** Residency Training Facilities are expected to participate in the research mission of the ACVECC. This may include contributions to the E/CC literature, participation in multi-center clinical trials, or other educational projects as recommended or required by the RTC and the ACVECC.

**“Additional” Residency Training Facility:** A Residency Training Program may be affiliated with more than one approved RTF. The ‘primary’ Residency Training Facility would be the facility where the Mentor is employed full time. An ‘additional’ Residency Training Facility affiliated with the Training Program represents an approved RTF located at a different geographical location than the ‘primary’ RTF. E/CC Immersion Weeks may also be completed at an ‘additional’ RTF.

**Mentor(s) :** A Mentor must be a Diplomate of the ACVECC and is the College’s representative within a Residency Training Program. The Mentor has a fiduciary responsibility to represent the interests of the ACVECC within the Residency Training Program. A Diplomate of the ECVECC may serve as a program Mentor provided that:

1. The ECVECC Diplomate is in good standing with their College (ECVECC)
2. The ECVECC Diplomate does not mentor more than 2 residents (including residents of the ACVECC and of the ECVECC)
3. The ECVECC Diplomate is available to the resident on a continual basis
4. At least half ( $\geq 50\%$ ) of the Diplomates who are associated with the Residency Training Program are ACVECC Diplomates.

Mentors must be members in good standing with the ACVECC (or the ECVECC) for the duration of a Resident's training. Mentors must be legally authorized (i.e., possess a license or meet other state and/or federal requirements) and permitted to practice veterinary medicine at the Residency Training Facility where supervision will take place. A Mentor must be in attendance at this same Residency Training Facility on a full-time basis (as previously defined) and must participate in clinical service for a minimum of 10 weeks/year. ACVECC Diplomates providing fewer than 10 weeks of clinical service per year may serve as Supervisors but not as Mentors.

The Mentor is responsible for oversight of all aspects of the Residency Training Program, including:

- Designing and implementing the Residency Training Plan (see below).
- Coordinating all clinical and educational aspects of the Residency Training Plan.
- Ensuring that the Resident is making adequate progress towards completion of their Residency Training Plan by overseeing E/CC Immersion periods; reviewing the Resident's Experience and Skills log; and reviewing and critiquing Training Benchmark assignments with the Resident.
- Ensuring that the Residency Training Facility continues to meet or exceed minimum facility standards (as described above).
- Ensuring timely completion of administrative tasks and all necessary communication with the ACVECC.

A Mentor must be available to the Resident on a continual basis and is ultimately responsible for the quality of the clinical and educational functions of the Residency. This includes the quality of supervision by other Diplomates within the Residency Training Program. At the completion of a Residency Training Plan, the Mentor will be asked to attest that the Resident has successfully completed both the *letter* and the *spirit* of the Residency Training requirements.

An ACVECC Diplomate may mentor a maximum of two (2) Residents at any time. This does NOT include Candidates who have completed their Residency Training Plan but have not yet achieved Diplomate status and are continuing working with a Mentor until they sit the Certifying Examination. In the event that an ACVECC Diplomate mentors more than two Residents at the same time (or a Residency Training Program maintains a mentee-to-mentor ratio of  $>2:1$ ), the associated Residency Training Program will be placed on probation for up to 24 weeks. On Day 1 of Week 25, if the ACVECC Diplomate continues to mentor more than two Residents, the associated Residency Training Program will be suspended (see the *Residency Training Program Probation and Suspension* section for additional information). A Mentor may supervise the training of any number of Residents at any time (see below).

The Resident-Mentor relationship must be reported and approved by the ACVECC prior to the start of a Residency Training Plan. Mentorship may be transferred to another ACVECC Diplomate but cannot be shared with another Diplomate. The replacement of a Mentor must be approved in writing by the RTC before a new Mentor can accept responsibility for a Resident.

The ACVECC reserves the right to withdraw Mentor privileges from any Diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

**Key Points:** Mentors to E/CC residents must:

- Be an ACVECC diplomat in good standing with the college
- Oversee all aspects of the Residency Training Program
- Not mentor more than two (2) residents at one time
- Be available to the resident on a continual basis

**Residency Training Plan:** The Residency Training Plan (RTP) should contain the minimum training requirements established by the ACVECC and specify how those requirements are to be met. In addition, the RTP should detail the supervision (see *Definitions and Requirements* for Supervisor requirements) that the Resident can expect during their training. A RTP might also include additional requirements that the Mentor and Residency Training Facility have incorporated into a specific Residency Training Program.

Most Mentors and Residents that are affiliated with a specific Residency Training Program share the same Residency Training Plan. Alternatively, a Mentor at a specific RTF may train different Residents using different RTPs. These RTPs would still be considered part of a single, specific Residency Training Program as long as any differences are not *significant*. Examples of *significant* differences include:

- Differences in the overall duration of training (e.g., a 3-year Residency versus a 2-year Fellowship Training Plan).
- Differences in where E/CC Immersion (see below) is to occur.

Residency Training Plans that are ***significantly*** different may be considered to represent components of different Residency Training Programs, each requiring separate application and approval by the RTC (see below), as well as submission of separate Annual Updates (see below). However, if the ***only*** significant difference is in the RTP's core curriculum (see *Training Requirements* section for additional information) and not in how supervision is provided or where training takes place, then both RTPs may be outlined utilizing a single Application or Annual Update form and standardized Supplemental Application or RTP addendum form (see Application and/or Annual Update sections below for additional details). Additional information regarding these exceptions is available in the instructions provided with the Application and Annual Update forms. The RTC may be contacted via the Office of the ACVECC Executive Secretary if clarification is required regarding the significance of any differences that might exist between RTPs.

**Application:** All Residency Training Programs must be approved by the RTC and the Council of Regents before Resident training can begin. Application for Approval of a Residency Training Program is to be completed by a prospective Mentor (see above for Mentor requirements). Current forms for Program Application should be submitted through the ACVECC Executive Secretary. Applications for Residency Training Programs starting in January or July are due July 1 of the preceding year (for instance, applications for Programs starting in January 2023 or July 2023 are due July 1, 2022). One complete electronic copy including signatures must be submitted to the ACVECC office ([office@acvecc.org](mailto:office@acvecc.org)). Incomplete applications and late applications may not be considered until the next evaluation cycle. The RTC will evaluate each Program Application and respond within 60 days of the submission deadline. The RTC will communicate any additional requirements for Program approval to the Mentor.

As stated above, most Mentors affiliated with a specific Residency Training Program share the same Residency Training Plan (RTP). Alternatively, a Mentor at a specific RTF may train different Residents using different RTPs. These RTPs would still be considered part of a single, specific Residency Training Program as long as any differences are not *significant*.



Residency Training Plans that are **significantly** different may be considered to represent components of different Residency Training Programs, each requiring submission of a separate Application to the RTC. However, if the **only** significant difference is in the Residency Training Plan's core curriculum and not in how supervision is provided or where training takes place, then both RTPs may be outlined utilizing a single Application and Supplemental Application for an Additional Residency Training Plan. Additional information regarding this exception is available in the instructions provided with the Application form. Please contact the RTC via the Office of the ACVECC Executive Secretary if clarification is required regarding the significance of any differences that might exist between RTPs.

Residents can be accepted into a Residency Training Program once the program has been approved. Residents may also be accepted into existing ACVECC approved Residency Training Programs provided that any changes to the approved RTP or RTF are not significant and have been appropriately reported to the RTC. However, if significant changes have occurred to the Residency Training Program (see below), the Mentor may be required to submit an application for a new Residency Training Program. Alternatively, if an approved Residency Training Program seeks to add an additional Residency Training Plan for which the only significant difference between existing and prospective Training Plans is in the additional Training Plan's core curriculum, then submission of a Supplemental Application for an Additional Residency Training Plan, which can be submitted at any time of the year, may be all that is required. The RTC may be contacted via the Office of the ACVECC Executive Secretary for additional clarification regarding application requirements.

**Changes to the Residency Training Program:** The Mentor is responsible for **immediately (within 15 days)** reporting any "Major Changes" to an existing Residency Training Program (using the Major Change form along with any additional necessary documentation). Major Changes include but are not limited to:

- Loss of a Program Mentor
- Addition of a Program Mentor (requires concurrent submission of Mentorship Agreement)
- Transfer of Resident Mentorship
- Loss or Addition of an ACVECC Diplomate (as a Program Supervisor)
- Loss of a Resident for any reason
- Any Major Interruption to Progress as a Resident, which is defined as a disruption to training that lasts more than 6 consecutive weeks
- Significant Changes to a Residency Training Facility, specifically including any changes that prevent an RTF from meeting current ACVECC minimum facility standards
- The addition or removal of an Additional Affiliated RTF
- Significant changes to the Residency Training Plan (see next)

Major changes to the Residency Training Plan include but are not limited to:

- E/CC immersion weeks are to occur at a different ACVECC-approved RTF than that which is currently affiliated with the approved Residency Training Program. This may require reapplication for a new Residency Training Program if the change effects select Residents affiliated with an existing Training Program.
- E/CC Immersion weeks are to be supervised by different ACVECC Diplomates than those who are currently affiliated with the approved Residency Training Program. Again, this may require reapplication for a new Residency Training Program if the change affects select Residents affiliated with an existing Training Program.

- Residency training is to occur over a different time frame than that outlined in the original Training Plan. This might include extension of the duration of a Training Plan for a Resident that has taken an extended leave of absence or shortening/modification of a Training Plan for a Resident that has transferred from another Residency Training Program.
- Transition from a Residency Training Plan to a Fellowship Training Plan (Large animal trainees only)
- Addition of a residency training site

**Note:** In order for a transition from Large Animal Residency to Fellowship Training to occur, a Fellowship Training Program must typically have already been formally approved by the RTC. However, a transition from a Residency Training Plan to a Fellowship Training Plan that will occur at the same Residency Training Facility may not require full application for a new Training Program if both Training Plans are largely similar. Instead, it may be possible to add a Fellowship Training Plan to the existing Residency Training Program through submission of a Supplemental Application for an Additional Residency Training Plan. The RTC will be responsible to determine if changes to a Residency Training Plan are substantial enough to warrant full application for a new Training Program. Please contact the RTC via the Office of the ACVECC Executive Secretary prior to any application submission if clarification is required regarding the significance of any differences that might exist between Training Plans.

The RTC must be notified as soon as any changes to the Residency Training Program are identified using the Major Change Form. Current forms to document Major Changes in the Residency Training Program can be found on the resource page of the residency training database and should be submitted through the office of the ACVECC Executive Secretary. All changes to the Residency Training Program must also be documented in a subsequent Annual Update submission (see below). A Residency Training Program may be placed on probation until the changes (and any proposed remedies) can be reviewed by the RTC (see the *Residency Training Program Probation and Suspension* section for additional information). The RTC reserves the right to request reapplication for any Residency Training Program if changes are identified that might result in failure of the Program to meet the minimum standards. Questions regarding the significance and implication of Program changes should be directed to the Chair of the RTC.

**Annual Updates:** Approved Residency Training Programs are required to submit an Annual Update with the RTC. The Annual Update must list any deficiencies relating to the Residency Training Program and/or changes from the original Program Application. All changes in E/CC or non-E/CC immersion Supervisors that occurred in the prior cycle, or are anticipated in the next cycle, should be reported so that Immersion credit may be granted. The Annual Update must also include changes that required immediate reporting that occurred during the preceding year.

As stated above, most Mentors affiliated with a specific Residency Training Program share the same Residency Training Plan (RTP). Alternatively, a Mentor at a specific RTF may train different Residents using different RTPs. These RTPs would still be considered part of a single, specific Residency Training Program as long as any differences are not *significant*.

Residency Training Plans that are **significantly** different may be considered to represent components of different Residency Training Programs, each requiring submission of a separate Annual Update to the RTC. However, if the **only** significant difference is in the Residency Training Plan's core curriculum and not in how supervision is provided or where training takes place, then both RTPs may be outlined utilizing a single Annual Update form and specific RTP addendum. Additional information regarding this exception is available in the instructions provided with the Annual Update form. Please contact the RTC via the Office of the ACVECC Executive Secretary if clarification is required regarding the significance of any differences that might exist between RTPs.

Annual Updates are due by June 1 (for programs starting in July) and December 1 (for programs starting in January). Current forms for Annual Updates can be found on the ACVECC residency training database (<https://residencytraining@acvecc.org>) and should be submitted through the ACVECC Executive Secretary.

## APPLICANT

To meet the ACVECC requirements for residency training in Emergency and Critical Care medicine, an applicant must:

- Have graduated from a college of veterinary medicine and be legally able to practice at the Residency Training Facility (i.e., hold the appropriate license and/or meet other state and/or federal requirements)
- Have completed a one-year rotating internship or have equivalent broad-based clinical experience
- Be accepted into a Residency Training Program
- Be accepted by a Mentor who will head their training program
- Review these Residency Training Standards and verify their ability to comply with all requirements within these Standards
- Register with the ACVECC Executive Secretary by February 1 for training programs beginning in January and by August 1 for training programs beginning in July once accepted into a program

Applicants may apply directly to a Residency Training Program or be assigned through the Veterinary Internship and Residency Matching Program (VIRMP). If a Mentor anticipates that the new Resident will be unable to comply completely with the Residency Standards (*this document*), they may apply to the RTC for an exception.

The RTC reviews all registration materials and reserves the right to ask for supporting documentation. The RTC may withdraw approval of the Residency if all requirements have not been met.

**Registration of a New Resident:** Once an Applicant is accepted by an approved Residency Training Program, the resident must register and submit the associated registration fee online, using the Residency Training Database at <https://residencytraining.acvecc.org>. ACVECC Residencies must begin during the month of January (1-31) or during the month of July (1-31), unless otherwise approved by the RTC in writing. Resident Registrations are due by February 1 (for programs starting in January) and August 1 (for programs beginning in July). Once a resident registers online, the Mentor will receive an email from the Residency Training Database to approve the Resident's registration. A registration will not be considered complete until the registration is complete, payment has been submitted, and registration has been approved by both the mentor and the ACVECC.

## RESIDENT

Unless otherwise specified, use of the term 'Resident' in this document refers to both traditional Residents and Fellows (see *Definitions and Requirements*). Residents are, by definition, Applicants that have been accepted into an approved Residency Training Program by a Mentor and Residency Training Facility **and** approved by the ACVECC. Approval as a Resident is a privilege granted by the College to individuals who meet the requirements of the Residency Standards. Residents are trained **at will** by Mentors and Supervisors; nothing in these Standards shall prevent a Mentor or Supervisor from terminating their mentoring or training of a Resident at any time. In addition, the ACVECC reserves the right to withdraw Resident privileges from any Resident who, upon review and request for corrective action, continues to fail to meet the requirements outlined in this document.

A Resident must be legally authorized (i.e., hold the appropriate license and/or meet other state and/or federal requirements) and permitted by the Residency Training Facility to practice in the facility where supervision will take place.

**Term of Residency Training:** a resident must actively participate in a residency training program for a minimum of 36 months (24 months for fellows). Prolonged leaves of absence of greater than 6 consecutive weeks, for any reason, must be reported as a “major interruption to progress as a resident” and approved by the RTC. A Resident must complete all Training Requirements and receive approval of final Credentials for the Certifying Examination within six (6) years of beginning their Residency. At the end of that time, the Resident must either start afresh (receiving no credit for previous residency training) or apply to the ACVECC Executive Secretary for an extension.

*In certain exceptional circumstances, the Credentials Committee may allow an individual more than 6 years to complete their training and become credentialed, including but not limited to personal or family medical emergency or death or other exigent circumstances. Such decision to extend the 6 year period is at the Credential Committee’s sole discretion. The Committee has the authority to ask the applicant for additional information or documentation regarding the circumstances leading to the request for an extension of time. If the request for an extension is denied, that decision may be appealed to the Appeals Committee.*

**Note:** While the term of most “traditional Residency Training Plans is 36 months (24 months for “traditional” Fellowship Training Plans), prospective and existing Residency Training Programs are welcome to request the utilization of an “non-traditional” Residency Training Plan with a term of up to 6 years for specific Residents. This request is made by submitting a *Supplemental Application for an Additional Residency Training Plan* to the RTC during a standard application cycle (see Application section above). However, although Residents are provided with up to 6 years to complete all Training Requirements and receive approval of final Credentials, the RTC will discourage the use of Residency Training Plans that have a term of 6 years. This is due to the fact that an unforeseen “major interruption to progress” in training for a Resident utilizing a 6-year Residency Training Plan could jeopardize that Resident’s ability to receive approval of final Credentials and obtain permission to sit the Certifying Examination.

<p><b>Note:</b> All residents (and candidates) must notify the ACVECC office (<a href="mailto:office@acvecc.org">office@acvecc.org</a>) if their contact information (address, telephone number, e-mail address, etc.) changes, both during and after their training program until they achieve ACVECC Board Certification.</p>
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## TRAINING REQUIREMENTS

**Core Curriculum:** The Core Curriculum outlines the Training Requirements mandated by the ACVECC for residency training; this represents the *minimum* requirements for each of the training components. The Core Curriculum is established by the RTC and may be revised occasionally. Residents are expected to make regular progress in fulfilling these requirements that should be documented in the Annual Progress Reports.

Requirements	Resident	Fellow <sup>1</sup>
<b><i>Immersion Weeks</i></b> (total weeks)		
Emergency / Critical Care	72	60
Surgery <sup>2</sup>	6	6
Internal Medicine	6	6
Anesthesiology	2	2
Cardiology	2	2
Diagnostic Imaging	2	2
Neurology <sup>3</sup>	2	2
Ophthalmology	2	2
<b><i>Additional Weeks</i></b> (total weeks)		
Independent Study	35	10
<b>Vacation</b>	<b>See below</b>	<b>See below</b>
<b><i>Didactic Learning</i></b>		
Continuing Education (hours/year)	16	16
Seminars (total hours)	200	100
<b><i>Teaching</i></b>		
Laboratory Teaching (total hours)	6	6
Didactic Teaching (total hours)	6	6
<b>Diversity &amp; Inclusion Training</b>	See below	See below

<sup>1</sup> Fellows may waive the Immersion in Specialty Practice requirement in their specialty only.

<sup>2</sup> Residents may substitute 2 weeks in human hospital emergency and/or critical care for 2 weeks of Surgery Immersion. Exposure to the human hospital environment is encouraged but not required.

<sup>3</sup> Residents in large animal training may substitute an additional 2 weeks of Cardiology for this Neurology requirement.

**Immersion Week:** These weeks, by definition, require *immersion* of the Resident within a clinical culture. All E/CC immersion weeks must be completed at the approved RTF(s) as identified in the Residency Training Plan. It is the responsibility of program mentors to organize specific opportunities for the Resident to complete all allied specialty immersion weeks. Immersion time is logged as blocks of weeks under E/CC Supervision by an ACVECC (or an ECVECC) Diplomate, Specialist Supervision by a Diplomate of an allied specialty (see *Definitions and Requirements*), or Independent Study. An Immersion Week is a minimum of **forty (40) hours** of logged time occurring in no less than **three (3) calendar days** of one continuous **seven (7) day** period. A Resident may not claim more than one (1) week of training in any seven (7) day calendar week with each week beginning on **Monday** and ending on **Sunday**. Immersion Weeks may not overlap. Emergency and Critical Care Immersion must be completed as part of an approved Residency Training Program and supervised by an ACVECC (or an ECVECC) Diplomate who is in good standing with the College and affiliated with an approved Residency Training Facility. Emergency and Critical Care Immersion cannot be completed at an RTF's "satellite" or similarly affiliated hospital unless that facility is also independently approved as a Residency Training Facility. Large Animal trainees may earn 50% of their E/CC Immersion in a small animal setting.

**Key Points - Immersion week:**

- Minimum of **forty (40) hours** occurring in no less than **three (3) days** of a continuous **seven (7) day period**.
- A resident may not claim more than **one (1) week** of training in any **seven (7) day** calendar week.
- Emergency/critical care immersion must occur in an approved Residency Training Facility, and be supervised by an ACVECC (or EVECC) diplomat in good standing with the college.

**Additional Weeks:** *Over the course of a 'traditional' 36-month residency, 62 weeks (22 weeks over the course of a 'traditional' 24-month fellowship) must be allocated to additional immersion or non-immersion (described below) activities.*

**Independent Study or Practice:** A minimum of 35 residency training weeks (12 fellowship training weeks) must be devoted to Independent Study or Practice. Independent study or Practice activities that serve to develop the Resident's skills in specific facets of clinical or in non-clinical areas such as research and manuscript publication, teaching, practice management, or staff supervision, or to provide structured time for other independent pursuits. Activities should be tailored to the Resident's needs and goals in relation to their future career as an E/CC specialist.

Independent Study or Practice activities are further divided into **clinical** and **non-clinical** pursuits:

**Clinical Independent Study or Practice** weeks may include, but are not limited to:

- Additional supervised or unsupervised rotations in E/CC medicine, including after-hours rotations.
- Additional focused study in specialized facets of E/CC medicine.
- Additional elective rotations not included in traditional immersion requirements
- Human medical interactions, including rotations at human medical facilities

**Non-Clinical Independent Study or Practice** weeks must be devoted to non-clinical pursuits. These weeks should be protected such that the residents are not assigned any clinical duties, including supervisory or on-call responsibilities. Participation in Seminars and Teaching sessions during these weeks is acceptable. Non-Clinical Independent Study or Practice activities may include but are not limited to:

- Research and Manuscript preparation (see below)
- Seminar or Teaching preparation (see “Didactic Learning” and “Teaching” sections below)
- Completion of Residency Training Benchmarks (see below)
- Conference or “bootcamp” attendance
- Additional training in administrative duties, including the development of staff supervisory and teaching skills
- Institutional committee participation
- Graduate courses (see “Seminars” section below)
- Preparation for the ACVECC Certifying Examination

A portion of these weeks must be devoted to the pursuit of a research project and/or to scientific manuscript preparation. Examples of appropriate activities include (but are not limited to) research project design, case enrollment, data collection and analysis, and manuscript development. Activities performed during these weeks should ideally lead to the publication used by the resident to meet the ACVECC Residency Training Publication Requirement or additional research endeavors.

Mentors are responsible for designing the Independent Study or Practice component of the Residency Training Plan to meet the needs of individual residents. Independent Study or Practice weeks are to be spent pursuing clinical, didactic, or ancillary training and should not be used for vacation or similar protected time spent away from training (see specific *Vacation/Personal Time* section below).

**Other “Additional” Weeks:** Over the course of a 36-month (156 week) residency, up to 27 weeks (up to 10 weeks over the course of a “traditional” 24-month [104 week] fellowship) will not be subject to the above minimum requirements. Allocation of these weeks is left to the discretion of the Residency Training Program and Mentor and may be used for activities such as (this list is not exclusive) additional E/CC or Specialty Immersion, additional Clinical or Non-Clinical Independent Study or Practice, Continuing Education, or Vacation/Personal Time Off (see next).

***Vacation/Personal Time:*** Effective January 2<sup>nd</sup> 2023, a minimum of two (2) weeks per year must be allotted to vacation or similar personal time away from training. Vacation/Personal Time should be fully protected, with no clinical duties (including supervisory or on-call responsibilities) or other training requirements pursued during days scheduled.

***Didactic Learning Requirement:*** All Residents are required to complete the following **two (2)** Didactic Learning requirements.

1. ***Continuing Education Requirement:*** Residents and Fellows must average a minimum of 16 hours of Continuing Education related to E/CC medicine for each year of their residency training. Eighty percent (80%) of this requirement must be met through participation in national or international specialty or multidisciplinary conferences/“bootcamps” such as IVECCS, ACVIM Forum, and the ACVS Symposium. No more than **20%** of this requirement can be met through online courses. The intent of this requirement is to ensure active participation in formal Continuing Education provided by experts outside of the Resident’s Training Program. Topics should cover a wide range of issues related to emergency / critical care medicine and cannot be accrued in less than 2 years (Fellows: not less than 1 year). All Continuing Education must be clearly documented (i.e., title, date, location, speaker, audience, and length). A maximum of 16 General Continuing Education hours may be logged concurrently with Independent Study or Specialty/ECC Immersion time.

2. **Seminars:** “Seminar” is defined as a local-to-the-RTF, face-to-face discussion and/or lecture that is provided at a Resident or Diplomate level. Seminars can include medical seminars, clinical case conferences, morbidity/mortality rounds, and board review sessions on a wide range of topics related to E/CC medicine. The Resident must receive mentored exposure to critical evaluation of the scientific literature (literature review or journal club). Seminars should be pre-scheduled, and that time should be protected time for the Resident. An individual at the Diplomate level must be present for the entire session, and available for active discussion and question-and-answer. There should be heavy input into the seminar series by expert individuals other than the Resident. Seminars should be diplomate-driven or, if the Resident is to present the material or lead the discussion, a Diplomate should actively participate in the Resident-driven session’s preparation. Up to 50 hours of the Seminars Requirement can be met by completing graduate coursework involving didactic courses and research experience in a discipline related to Emergency and Critical Care medicine (e.g., physiology, pharmacology, cardiovascular studies, toxicology). Residents must accrue at least 200 hours of seminars over no fewer than 24 months. Fellows must accrue at least 100 hours of seminars over no fewer than 12 months. All seminars and conferences must be clearly documented (i.e., title, date, location, moderator or speaker, audience, and length) in Annual Progress Reports. A Resident may log only 10% of the total seminar hours as online seminars or seminars attended at another facility. Distance learning within a Program, such as a Resident actively participating in Internet conference from home or practice location A with a Mentor or Supervisor at practice location B, is exempt from the 10% maximum. Sessions dedicated to completing, correcting, or reviewing Benchmarks do not count toward the Seminar requirement.

**Examples:**

1. *Mentor X sees a case with Resident Y & they have a 1-hour discussion about an ECG tracing: this is not a seminar.*
2. *Mentor X and Resident Y sit down every day at 8am with ER doctors or students to discuss hospitalized patients: this is not a seminar.*
3. *A veterinary student, veterinary technician, practitioner, or intern presents morbidity/mortality rounds and Resident Y attends: this is not a seminar.*
4. *Resident Y goes for an external rotation at another facility and attends a resident-level seminar presented by a board-certified specialist on a subject pertinent to E/CC: this is a seminar, and the number of these credited toward the total number of required hours is limited to 10% (20 hours for 3-year Residents and 10 hours for 2-year Residents [Fellows]).*
5. *Resident Y from RTF A listens to an online podcast (or participates in an online seminar from a different Residency Training Program or practice) presented by a board-certified specialist on a subject pertinent to E/CC. There are ways that the residents can interact with the presenter: this is a seminar, and the number of this type is limited to 10%.*
6. *Resident Y listens to an podcast presented by a board-certified specialist on a subject pertinent to E/CC. However, interaction is not possible directly with the presenter: this is not a seminar. However, it can be counted as online Continuing Education.*
7. *Resident Y from RTF A is at an out-rotation at RTF B, at home following an overnight shift, or at an external rotation at another location (not an RTF), but uses Skype® to remotely participate in a regularly-scheduled Seminar at home RTF A given by Diplomate Z from RTF A. This is a seminar and is considered “distance learning” from RTC A; this type of participation is exempt from the 10% rule.*

*The difference between online CE and online Seminars can be challenging, but Seminars must include ample opportunity for back-and-forth discussion between Resident and the specialist moderating or helping with preparation of the seminar.*



Examples of what information is needed when logging hours for Journal Club, M&M rounds, and other seminar activities

**Examples of what information is needed when logging hours for Journal Club, M&M rounds, and other seminar activities:**

8/21/2019	Fluids III: CCM Ch 60 Shock fluids, Dibartola Ch 16 - monitoring and complications of fluid therapy		Resident Board Review	1.00
8/27/2019	Lozano et.al. JVECC 2017 Leukoreduction; Holowaychuk et.al. JIM 2009, hypocalcemia in critically ill dogs		Journal Club	1.00
9/3/2019	Han et.al. BMC Nephrology 2016. Dysnatremia in CRRT; Yessayan et.al. BMC Nephrology 2016, Hypochloremia on AKI in septic patients		Journal Club	1.00
9/4/2019	Sodium Disorders - CCM Ch 50		Resident Board Review	1.00
9/10/2019	Hoene Et al, jvecc 2019- severity and prognosis of potassium abnormalities in dogs and cats in ER; sieberg et al JFMS 2019 - efficacy of oral potassium in cats with kidney dz		Journal Club	1.00
9/11/2019	Potassium Disorders - CCM Ch 51		Resident Board Review	1.00
9/12/2019	Hypoadrenocorticism		Morbidity/Mortality Rounds	1.00

**Teaching Requirement:** All Residents and Fellows must document six (6) hours of laboratory and six (6) hours of lecture teaching on E/CC topics to veterinarians, veterinary students, and/or animal health technologists. The goal of this requirement is to allow the Resident to gain teaching experience in laboratory and formal lecture settings:

1. Laboratory Teaching Sessions:

- Are expected to be organized, requiring advanced notification and preparation
- Must involve at least 3 participants
- Are intended to be hands-on, requiring a physical skill component
- May be repeated once only for credit
- Are expected to challenge the Resident to prepare by researching and practicing in advance of the session

## 2. Lectures:

- a. Are to be formal presentations requiring advance notification and preparation
- b. Typically include development of PowerPoint Presentations and/or handouts
- c. May be given only once for credit
- d. May not be a repeat of a lecture developed and presented by someone else
- e. Do not include moderating a seminar, participating in problem-based learning courses or teaching in informal settings such as student rounds, regularly scheduled resident rounds, hospital case rounds, or lectures to lay audiences
- f. Challenge the resident to prepare by researching and referencing the literature and effectively communicating that information to an audience

Documentation that the Resident has fulfilled the Teaching Requirements will include a signed statement from the Mentor acknowledging that the exercise met both the letter and spirit of the requirements. At their discretion, the Credentials Committee may request additional documentation including handouts, calendars and copies of presentations for clarification.

Residents are expected to make regular progress in completing these Teaching Requirements. The Annual Report should reflect this progress.

**Knowledge Requirements:** This component of the training requirements comprises a body of information that the Resident must assimilate. This information is, in part, detailed in the list of required reference materials established annually by the Exam Committee. The Exam Committee will publish an updated list of required references by October 1 each year. All Residents are responsible for learning the material in the most current list of required references. Residency Training Facilities must provide all the reference materials specified by the Exam Committee on site and must maintain this library based on the annual updates. Residency Training Facilities are also required to provide computer access to the common veterinary and human medical databases.

**Skills and Experience Requirements:** The RTC has established a combined Skills and Experience Requirements List.

**Skills:** These include clinical procedures or other aspects of patient management that are critical to the practice of E/CC medicine.

- These skills are to be taught to the Resident through discussion and demonstration by a Supervisor
- The Resident must learn each skill and then demonstrate it to or above a minimum level of competency to the Supervisor

**Experience:** This requirement includes observation and participation in specific clinical problems, procedures, or cases. Direct hands-on participation (rather than simple observation) is expected when meeting Experience requirements whenever possible and is highly encouraged.

The RTC will publish an updated list of required Skills and Experiences periodically. The Mentor and the Residency Training Facility must provide adequate opportunities for the Resident to gain proficiency in skills and experience as deemed appropriate by the Mentor. If a Residency Training Facility cannot provide such opportunities to meet a certain requirement, the Resident should be provided with an opportunity to meet that requirement by other means mentors are required to certify that they are satisfied with their Resident's progress towards the completion of the skills and experience list at the time of annual report submission. Annual reports may not be accepted without certification.

**Training Benchmarks:** Training Benchmarks are tasks assigned by the RTC designed to verify and reinforce the knowledge and/or skills of a Resident. Training Benchmarks ensure regular and continuous progress toward completion of the Training Program, preparation for examination, and provide Residents and Mentors examples of the depth and breadth of information pertinent to our specialty. Training Benchmark assignments might include (but are not limited to) monographs on current topics, multi-part essay questions, multiple choice questions, short answer questions, and case reports.

Training Benchmark assignments will be sent to Residents and Mentors on May 1 and November

1. Residents and Candidates are required to continue completing all assigned Training Benchmarks until their credentials are approved. The following procedure should be used for completion of Training Benchmarks:

1. Initial completion of the assignment by the Resident
2. Assessment by the Mentor, with appropriate corrections and additions discussed with the Resident
3. Correction by the Resident
4. Review and discussion by the Mentor and the Resident
5. Approval by the Mentor when the assignment is complete

Completed Training Benchmark assignments must be electronically submitted as a document (document type 'Benchmark') in Resident's training database by July 1 (for the May Benchmark) and January 1 (for the November Benchmark). Completion is recorded by the Credentials Committee.

ALL Training Benchmark assignments must be completed to fulfill Training Requirements. If Benchmarks are not completed and submitted in the Resident's training database by the deadline, the resident will be required to complete a process as per the Probation and Suspension Guidelines. This may also include submitting a causal statement for the omission, submitting the omitted benchmark, and/or completing a separate benchmark exercise. Failure to complete benchmarks or the process may negate board eligibility. See section on Program Probation and Suspension Guidelines for additional details (p. 29).

**Diversity, Equity Inclusion and Accessibility (DEIA) Training:** ACVECC residents are required to undergo training on issues related to diversity, inclusion, allyship and wellbeing during their residency. Residents must fulfill one of the five following options to satisfy the DEI training requirement.

1. Participation in the Purdue University Diversity and Inclusion Certificate course ([Certificate Program Overview](#)). This option is currently the most comprehensive, veterinary specific DI training available. It is fully satisfiable online and residents have a year to complete the course
  - a. after registration. The college has negotiated a discounted price of \$100 per resident, payable by the resident. Contact the ACVECC Diversity & Inclusion Committee ([ACVECCdiversityandinclusion@gmail.com](mailto:ACVECCdiversityandinclusion@gmail.com)) to receive the discount code.
2. Participation in the AVMA Brave Spaces Certificate program (<https://axon.avma.org/local/catalog/view/product.php?productid=125>) free to AVMA members. Non-members may also complete this certificate for an additional cost.
3. Participation in an approved DI course, program or certificate mandated by the resident's training institution. If a resident's training institution already has a mandatory training course or certificate, completing this will fulfill the ACVECC DI training requirement. Residents are instructed to verify qualifying courses/programs/certificates with the ACVECC DI Committee.

4. Participation in at least 3 hours of DI lectures or discussions at IVECCS. Residents should scan their badges upon entry of the lecture room. Participation will be verified through VECCS
5. Viewing 4 AAVMC videos selected by the ACVECC DI committee. These videos range between 30-45 minutes and are available on the ACVECC website. Residents are required to answer accompanying questions to verify videos were viewed if selecting this option for DI credit eligibility.

## ANNUAL PROGRESS REPORTS

All Residents and Fellows must submit an annual progress report (note that these are distinct from the *Annual Updates* required for Residency Training Programs). Reporting periods for Annual Progress Reports are usually 52 weeks long but are occasionally 53 weeks to adjust for the calendar. The reporting period begins with the first Monday on or after January 1 (for programs beginning in January) and the first Monday on or after July 1 (for programs beginning in July).

All Annual Progress Reports must be submitted via the online Resident Database found at <https://residencytraining.acvecc.org>. The deadline for Annual Progress Report submission is September 1 for all programs. Residents in programs that begin in January will submit an abbreviated annual report that covers the first half of the first year, and then will complete annual reports on September 1 for the rest of their program. By September 1, all activities must be logged; all Supervisors must have signed off on the reported activities; and the Mentor must have reviewed and approved the Progress Report.

Annual Progress Reports are evaluated by the Credentials Committee. Late and/or incomplete Annual Progress Reports may be not reviewed. Recommendations and requirements are subsequently forwarded to the Resident and Mentor.

When residents submit their annual report, the committee expects that the Residency Training Standards are carefully reviewed by residents and their mentors. Unfortunately, the committee does not have the ability to re-review annual reports or make retroactive adjustments concerning individual immersion weeks, CE hours, seminar hours, or teaching credit. The committee is optimistic residents will be able to make any necessary scheduling adjustments to residency training to still be eligible to apply for the certifying exam within the guidelines set forth by the college.

## CREDENTIALS PROCESS

All Residents and Candidates (*see Definitions and Requirements*) must apply to the Credentials Committee for acceptance of their final credentials and receive approval to sit the Certifying Examination. The Credentials Process consists of two main steps as outlined below:

1. **Credentials Application:** To be eligible to submit a Credentials Application, a Resident must:
  - a. Have completed or be in the final stages of completing an ACVECC approved Residency Training Program
  - b. Be current on all training requirements as detailed in the most current version of the Residency Standards
  - c. Have received approval by the Credentials Committee to submit their Credentials Application in their **most recent** Annual Progress Report acknowledgement letter
  - d. Have submitted a first-authored manuscript for publication in an approved journal

The Credential Application Package must be submitted via the online Residency Database at <https://residencytraining.acvecc.org> by January 15 of the year that the Resident intends to sit the examination. The Credentials Application Packet includes all instructions, a checklist, the Application form, and Standard Referral form. The most current forms and instructions must be used for all submissions. One electronic copy of the completed application (**including signatures**) must be uploaded to the database as a document (select document type: Credentials application). The credentials application must be complete and the credentials fee paid (via shopify) in order for the application to be considered complete.

Late, incomplete or incorrectly formatted Credentials Applications will not be reviewed, and the Resident or Candidate will have to reapply the following year. Credential Application fees will not be refunded if the Resident or Candidate is determined ineligible to sit the examination.

The Credentials Committee will review all Credentials Applications and respond with a status summary to Candidates by April 1. Each Credentials Application will either be denied with an explanation given or accepted with a list of requirements that must be completed and documented in the Final Progress Report (if not yet completed).

2. **Final Progress Report:** Following acceptance of their Credential Application Package, Residents who have not already done so must provide documentation that they have completed all outstanding Training Requirements by July 14 of the year in which they plan to sit the examination. All outstanding materials must be uploaded to the residency training database as part of the final report. One complete electronic copy of the Final Progress Report must be submitted via the online Residency Database at <https://residencytraining.acvecc.org> by July 15. Final progress reports received after July 15<sup>th</sup> will not be accepted.

The documentation must include:

- a. A copy of the Residency Certificate
- b. Final Progress Report documenting completion of all Residency Training and Credentialing Requirements
- c. Proof that their first-authored manuscript was accepted for publication by July 15 of the year of intended examination (if not already provided with the Credentials Application)

Online Final Progress Reports must be submitted by the Resident, and approved by the Mentor by **July 15**.

Residents and fellows should refer to the most current Credentials Application package located on the resource page of the residency training database for detailed instructions including all deadlines. Any questions or clarifications should be directed to the current Chair of the Credentials Committee ([acvecccredentials@gmail.com](mailto:acvecccredentials@gmail.com)). Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee. Residents and Candidates will be notified whether they are eligible to sit the examination no less than 4 weeks before the scheduled examination dates.

**Publication requirement:** E/CC Residents/Candidates must have had at least one (1) first-authored manuscript accepted for publication in an approved journal before they can obtain approval to sit the Certifying Examination. The manuscript must have been published within the 5 years preceding current credential submission or accepted for publication. The topic of the article should be relevant to Emergency and/or Critical Care medicine and can be hypothesis-driven research; a prospective or retrospective study; a hypothesis-driven brief clinical communication or pilot study; a review article; or a case report. If a Resident or Candidate is in doubt about the suitability of an article or journal, they should contact the Chair of the Credentials Committee ([acvecccredentials@gmail.com](mailto:acvecccredentials@gmail.com)).

The list of acceptable journals will be reviewed periodically by the Credentials Committee and a current listing of acceptable journals will be maintained on the resource page of the residency training database. The Credentials Committee may be petitioned to add a journal to the list. In order to be considered, petitions must be submitted to the credentials committee *before* manuscripts are submitted to newly considered journals. Petitions for journal inclusion after manuscripts have been submitted to or accepted by that journal will NOT be accepted. A journal must be peer reviewed and have a well-defined review process in place. It is expected that reviewers are specialists recognized by the AVMA or the European Board of Veterinary Specialization although occasionally reviewers with specialist status granted by other organizations may be considered acceptable. Other factors that might be considered include the journal's reputation, its instructions to reviewers and its relative acceptance rate of submitted manuscripts. A ruling on the acceptability of a journal will be made during the quarterly review process.

Manuscripts must be accepted for publication by **June 30** of the year that the Candidate intends to sit the Certifying Examination. Residents and Candidates are strongly encouraged to submit manuscripts to journals for publication before **November 1** of the year before expected examination. Delays in the review process are common and journals are under no obligation to fast-track submissions intended for credentialing purposes. Proof of manuscript submission must be included with the Credentials Application due January 15. Additional details about publication requirements and the Credentials Application process can be found in the Credentials Application Packet located on the resource page of the residency training database.

***Reapplication to Sit the Certifying Examination (Re-Submission of Credentials):***

Candidates that have been denied permission to sit the Certifying Examination must reapply to the Credentials Committee to sit the examination the following year. Candidates must maintain an **Active Status** (see *Definitions and Requirements*) to be eligible to reapply for permission to sit the Certifying Examination. The Credentials fee will need to be paid with re-submission of the Credentials Application Package.

For Candidates reapplying, a complete Credentials Application must be submitted including: all correspondence from the Credentials Committee; documentation showing adequate completion of current skills, experience, and training benchmark requirements (with Mentor approval); and the application fee. The Credentials Application package and the application fee must be submitted via the residency training database at <https://residencytraining.acvecc.org> by January 15 of the year of intended examination.

The Credentials Committee will review all Credentials Reapplications and respond with a status summary to Candidates by April 1. Each Credentials Reapplication will either be denied with an explanation given or accepted with a list of requirements that must be completed and documented in the Final Progress Report (if not yet completed).

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee. Residents and Candidates will be notified whether they are eligible to sit the examination no less than 4 weeks before the scheduled examination dates.

***Procedure for the reactivation of the Candidate, credentialed prior to 2009, whose credentials expired before they/he/she passed the certifying examination who wish to take the ACVECC Certifying Examination:*** The following are the required actions and documentation to be submitted to the Executive Secretary's Office on January 15<sup>th</sup> of the year that the Candidate wishes to take the Certifying Examination:

1. A cover letter outlining the reasons that they/he/she wish(es) to sit for the ACVECC Certifying Examination and a description of his/her clinical practice for the preceding 3 years.



2. An Advisor Agreement signed by an Advisor to the Candidate who:
  - a. will assist the candidate in the preparation for the exam
  - b. will certify the completion of the benchmarks by the Candidate (see below)
  - c. is a Diplomate of the ACVECC
  - d. is chosen by the candidate (i.e. previous mentor, co-worker) or assigned by the Credentials Committee Chair

Please contact the Office of Executive Secretary for the advisor Agreement
3. Documentation of 50 continuing education hours pertaining to emergency and critical care in the past 3 years.
4. Completion of the preceding 3 years of benchmarks (6 separate documents) that are distributed by the Residency Training Committee. Completion must be confirmed in writing by the Advisor, as in 2.b above.
5. 3 letters of recommendation, one of which must come from the Candidate's Advisor. The standard ACVECC Recommendation form must be used.

If the above is received and approved by the Credentials Committee, then the Candidate will be considered credentialed with all the rights and privileges that are afforded all other Credentialed Candidates. Please contact the Executive Secretary's office with questions.

***Appeal of Ineligibility to Sit the Certifying Examination:*** Residents and Candidates ruled ineligible to sit the Certifying Examination by the Credentials Committee may appeal the decision within 7 calendar days of receiving notification of their ineligibility:

- The appeal must be made in writing to the ACVECC Executive Secretary and must include the grounds for reconsideration **and** be accompanied by all relevant documentation
- Upon receipt, the ACVECC Executive Secretary will notify the chair of the Appeals Committee
- The complete application will be provided to the Appeals Committee for review and the Chair of the Credentials Committee will submit a written statement indicating the reasons for rejecting the application
- The Appeals Committee will render its decision to the Council of Regents within 7 calendar days of committee activation
- The Council of Regents will notify the petitioner of the decision within 7 calendar days of receiving the Appeals Committee's decision(s).

#### TIME LIMITATION OF BOARD ELIGIBILITY

Candidates are required to obtain final credentials approval within 6 years of the start of their residency program. After receiving approval from the Credentials Committee and the Council of Regents, candidates will remain board eligible for a period up to 10 years. Eligible candidates must register and submit the examination administration fee by **May 1** before each year of intended examination. Candidates who have not passed all portions of the Certifying Exam within 10 years will need to complete all requirements anew, receiving no credit for requirements completed prior to receiving initial board eligibility. This includes the requirement for formal registration as a Resident, accepted into an approved Residency Training Program, manuscript submission, and all other requirements as outlined in the most current Residency Training Standards.

#### CERTIFYING EXAMINATION

The Certifying Examination is prepared and administered by the Examination Committee. The Certifying Examination is given once annually on dates that are announced by the ACVECC Executive Secretary or the Examination Committee Chair.

**Application:** Residents and Candidates that have received approval or provisional approval from the Credentials Committee and the Council of Regents to sit the Certifying Examination must register and submit the examination administration fee by **May 1** of the year of intended examination. The examination administration fees will not be refunded if the resident or candidate is determined ineligible to take the examination (e.g., failing to complete all credentialing requirements). The ACVECC will hold the exam fee as a credit for the candidate to be used for the following year only for resident/candidates whose credentials are pending final approval and that have paid the exam administration fee for the year of intended examination but whose final reporting credentials are not accepted in July, or if the resident/candidate becomes unable to sit for the intended year of examination *due to unforeseen circumstances*. The fee will be held for one year only. The examination administration fee will be paid online: <https://american-college-of-veterinary-emergency-and-critical-care.myshopify.com>. Individuals approved to sit the Certifying Examination and who have submitted the examination administration fee but who wish to defer examination must petition the Council of Regents.

**Examination:** Examination dates will be finalized and announced by March 1 of each year after which time, sort of a force majeure, the dates will be firm.

Residents and Candidates will be advised of any changes to the examination format no less than three months prior to examination.

The Certifying Examination may be held in-person or remotely at the discretion of the Exam Committee and as approved by the Council of Regents. This information will be provided at least 3 months in advance.

If the examination is held remotely, candidates are responsible for ensuring examination integrity by following the “Guidelines for Exam Candidates and Proctors” as provided by the Examination Committee by June 1 of the year of the examination, after the list of examination candidates is finalized.

IF the candidate is having trouble meeting the “Guidelines for Exam Candidate and Proctors” as written, please contact the Chair of the Examination Committee as soon as possible. If there is an unexpected loss of availability of the chosen proctor or examination site, the candidate should contact the Chair of the Examination Committee (using the contact information provided in the “Guidelines for Exam Candidates and Proctors”) for assistance. If the problem occurs in the last week leading up to the examination or on the day(s) of the examination, it is imperative that the candidate and/or proctor contact the Examination Committee IMMEDIATELY. If the loss of site or proctor occurs prior to this, the candidate should notify the Exam Committee with any changes within one (1) week.

The Certifying Examination is divided into three (3) sections. Credentialed Candidates (see *Definitions and Requirements*) sitting the examination for the first time must sit all three (3) sections. Credentialed Candidates that have failed a single section of the examination need only to re-sit that section. Credentialed Candidates that have failed two or more sections must re-sit the entire examination. All sections of the exam will be taken on laptop computers unless there is a force majeure or special accommodations dictate. Candidates will be expected to provide your own laptop computer and power supply for the exam.

1. **Clinical Examination:** This section of the examination includes short clinical vignettes, imaging studies (including radiographs and ultrasonograms), video clips, and laboratory results to test the ability to manage clinical cases. Questions can be multiple choice, short answer, or short paragraph/essay in format. This portion of the examination is typically conducted on the first day of the examination and is comprised of two (2) four (4) hour sessions (i.e., morning and afternoon). There are separate Small and Large Animal examinations.



2. **General Multiple-Choice Examination:** This section of the examination includes questions covering (but not restricted to) the disciplines of anatomy, physiology, pathophysiology, pharmacology, microbiology, oncology, immunology, nutrition, and clinical aspects of the specialty. This portion of the examination is typically conducted on the morning of the second day of examination and is comprised of one (1) four (4) hour session. Both Small and Large Animal Credentialed Candidates sit the same examination.
3. **Species Specific Multiple-Choice Examination:** This section of the examination covers topics from the current literature and relevant textbooks. This section of the examination is typically held on the afternoon of the second day of examination and is comprised of one (1) four (4) hour session. There are separate Small and Large Animal examinations.

Passing scores for each section are proposed by the Examination Committee and approved by the ACVECC Council of Regents. To pass the Certifying Examination, the minimum passing score must be achieved for **each** section. All Examination Candidates sitting the Certifying Examination will be notified of their results simultaneously, within 45 calendar days of the date of the examination and on the same date.

Credentialed Candidates who fail all or part of the examination have 30 days after receiving e-mail notification of their results to request written clarification from the ACVECC Executive Secretary. Clarification of Credentialed Candidate's deficiencies will be provided within 45 days of receipt of the request.

The Examination Committee, Council of Regents, and the ACVECC are not responsible for any unexpected weather events, power outages, fire alarms, "acts of God", other delays, or imperfect testing conditions that may be experienced at the chosen local testing sites.

At the time of the Certifying Examination, candidates or their proctors should contact the Examination Committee IMMEDIATELY (using the contact information provided in the "Examination day instructions") upon identification of a known or potential issue affecting administration or completion of the examination. The delay must be verified in writing (email acceptable) by the local proctor.

Depending on the duration of the expected delay, if one or more examination modules have not been opened, the Examination Committee will either 1) allow the Candidate to postpone the module if it can be completed within 24 hours or 2) allow the candidate to postpone the examination modules to the following examination year without financial penalty for the untaken portion of the examination.

Once the examination module is opened, the Examination Committee will be unable to provide any accommodations or additional testing time for that module on the day of the examination. If the examination module has been opened at the time of the unexpected event, the candidate can continue working on the module for the allotted time frame and upload the finished examination by the date and time included with the examination materials. If the candidate is not successful at passing the portion of the exam impacted by the delay, they may petition the Appeals Committee after the examination results are reported.

**Reapplication to Sit the Certifying Examination:** Failing Credentialed Candidates must re-register and resubmit the examination administration fee as outlined above by May 1 of the year they intend to retake the examination. Credentialed Candidates that fail all or a portion of the Certifying Examination are encouraged to remain current in their training requirements (i.e., continue working with a Mentor, maintain current Knowledge requirements, complete any new Skills or Experience requirements, and complete ongoing Training Benchmarks).

**Appeal Following Failure of the Certifying Examination:** Credentialed Candidates that fail all or a section of the Certifying Examination may appeal this decision within 30 calendar days of receipt of the Examination Committee's letter outlining results of the Certifying Examination. The request for an appeal must be made by written petition to the Executive Secretary and must include a statement of the grounds for reconsideration and appropriate documentation to support the appeal. The Appeals committee and the Chair of the Examination committee will be notified of the appeal. The Appeals Committee will submit its decision to the Council of Regents within thirty (30) calendar days from the date that the committee was activated.

The American College of Veterinary Emergency and Critical Care (ACVECC) complies with the American Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the ACVECC will make reasonable accommodations for credentialed candidates when appropriate. If you require special accommodations related to a disability you must complete a *Request for Special Accommodations for the ACVECC Certification Exam* form located in the residency training database and return this form to the ACVECC office (office@acvecc.org) at the time of the exam registration.

## SUBMISSIONS, DEADLINES AND LATE FEES

***Any submissions by mail should be sent to:***

Executive Secretary: Dr. Armelle deLaforcade  
American College of Veterinary Emergency and Critical Care  
PO Box 1357  
Westborough, MA 01581

All submissions must be ***postmarked (or time and date stamped) on or before the deadline time and date*** to be considered on time. The ACVECC requires that the Resident and/or Mentor obtain written proof of the postmarked date from the postal carrier or courier service or a copy of a time and date stamped fax or email transmission in case any questions arise regarding submission date. The College also suggests that Residents obtain signature confirmation of delivery to provide outside verification of delivery.

Annual Progress Reports, benchmark submissions, and credentials applications should occur through the ACVECC residency training database only (<https://residencytraining.acvecc.org>).

**Deadlines:** The deadlines listed in this document are critical dates that ensure that the ACVECC can conduct its business in an efficient manner that is fair to all. All Residents, Fellows, Candidates, Supervisors, Mentors, Administrators, and any other persons interacting with the College in matters related to Residency Training should be familiar with the listed dates. Database and electronic submissions must be completed by 11:59 pm (US Eastern Time Zone) on the deadline date. Anything mailed must be ***postmarked on or before the deadline***.

<b>January</b>	January cycle residencies begin
<b>January 1</b>	November Training Benchmark assignments are due
<b>January 15</b>	ACVECC Credentials Applications (or Credentials reactivation applications) due for candidates intending to sit the Certifying Examination that year
<b>February 1</b>	New Resident registration is due for Residency programs starting in January
<b>May 1</b>	Examination administration fee due
<b>June 1</b>	Annual Updates for Residency Training Programs (Residency Training Plans and Facilities) due for programs on the July cycle
<b>July</b>	July cycle residencies begin
<b>July 1</b>	May Training Benchmark assignments are due
	Applications due for Residency Training Programs (Residency Training Plans and Facilities) on both the January and July cycles
<b>July 15</b>	Final Progress Reports due for Candidates taking the Certifying Examination in September Last day to have manuscript accepted for publication (on the year that the Candidate intends to sit the Certifying Examination)
<b>August 1</b>	New resident registration is due for Residency programs starting in July
<b>September 1</b>	Annual Progress Reports due for all Residents
<b>December 1</b>	Annual Updates for Residency Training Programs (Residency Training Plans and Facilities) due for programs on the January cycle

**Late Fees:** The July 15 deadline for gaining manuscript acceptance for publication is a hard deadline and no exceptions will be made. All other submissions listed above will be accepted for 3 days following the published deadline. Submissions made during this 3-day grace period will incur a \$250 late fee. No submissions will be accepted after this period.

## RESIDENCY TRAINING PROGRAM PROBATION AND SUSPENSION

Definitions: An ACVECC registered Residency Training Program may be placed on *Probation* for the reasons listed below. A probationary period will be granted to a Program to correct the issue. The length of the probationary period will vary depending on the specific issue. Failure to resolve the issue during the probationary period will result in the *Suspension* of the program. The specific impact of probation or suspension on residency training is outlined below.

Communication regarding resolution of deficiencies should be addressed to the appropriate Committee Chair (e.g., Residency Training or Credential Committees) and the office of the Executive Secretary ([office@acvecc.org](mailto:office@acvecc.org))

1. Failure by the Facility Administrator/Program Director, affiliated ACVECC Diplomate, or resident to comply with ACVECC Deadlines as established by the office of the Executive Secretary (including but not limited to Annual Updates, Resident Registration, Annual Progress Reports, Credentials Applications, **Training Benchmarks** and payment of examination fees). Once a deadline has passed, a late fee of \$250 will be applied immediately to the resident (for resident registration, annual progress report submission, Training Benchmarks, and credentials application) or to the program (for annual program updates). If outstanding materials have not been submitted within 3 days of the deadline, the training program itself will be subject to a probationary period. Probationary period: 15 days

Resolution: The program will have 15 days to submit the requested material, and to pay the late fee. The program will be suspended if the requested material has not been submitted within the probationary period.

2. Failure to meet the minimum requirements for supervising ACVECC Diplomates affiliation (i.e., 2 full-time Diplomates required to be affiliated with a small animal-focused Residency Training Facility) or to have a sufficient number of ACVECC Diplomates for the number of residents currently in training (i.e. no more than 2 residents per Mentor). Probationary period: 24 weeks

Resolution: If the number of full-time ACVECC Diplomates affiliated with a Residency Training Program does not meet minimum requirements, the program will be placed on probation and have 24 weeks to correct the deficiency. For Residency Training Facilities that find themselves on probation for this reason, an additional Diplomate must be hired and start working full time at the Facility within the probationary period. Part-time or locum tenens coverage cannot be used to satisfy this requirement.

For Residency Training Programs that maintain a mentee-to-mentor ratio of greater than 2:1 (i.e., at least one ACVECC Diplomate affiliated with this training program is mentoring more than two residents), the training program will need to either add an additional full time ACVECC Diplomate or otherwise reduce the mentee-to-mentor ratio to 2:1 or less (which might include the transfer of a resident to another approved Residency Training Program) within the probationary period. Any change to the Residency Training Program will need to be approved by the RTC and confirmed by the Council of Regents.

If, after the 24 weeks grace period, the number of full time ACVECC Diplomates at the RTF does not meet the minimum requirement or the ratio of Residents to Diplomates continues to exceed

2:1, and if no alternate plan for compliance has been approved by the RTC and Council of Regents, the Residency Training Program will be suspended.

3. Loss of all ACVECC Diplomates affiliated with a Residency Training Facility.  
 Probationary Period: 12 weeks beginning on the date that no ACVECC Diplomates are present at the RTF.  
 Resolution: With the loss of multiple ACVECC Diplomates such that no ACVECC Diplomate remains at a Residency Training Facility, the associated Residency Training Program will be placed on probation for up to 12 weeks. For an RTF utilized to train small animal-focused Residents, if, on Day 1 of Week 13, at least one full-time ACVECC Diplomate is employed by the facility, the Facility will have an additional 12 weeks to employ a second, as in item #2 above. If on Day 1 of Week 13, no ACVECC Diplomate is employed at the facility, the associated Residency Training Program will be suspended
4. Failure by the Facility Administrator/Program Director or affiliated ACVECC Diplomate to answer correspondence from the office of the Executive Secretary and/or Committee Chairs or their representatives.  
 Probationary period: 15 days  
 Resolution: The program will have 15 days to communicate with the appropriate ACVECC liaison. The program will be suspended if appropriate communication is not made during the probationary period.
5. Failure to submit a Major Change Form reporting any significant change of a specific Residency Training Plan or Residency Training Facility. The Facility Administrator/Program Director or an affiliated ACVECC Diplomate is responsible for notifying the RTC of any significant change to the RTP or the RTF by contacting the office of the Executive Secretary in advance of planned changes in personnel and within 15 days of any unplanned changes.  
 Resolution: The program will have 15 days to submit the appropriate Major Change form. The program may be suspended if the form has not been submitted within the 15-day period.
6. Failure to comply with ACVECC Residency Training Facility requirements (e.g. equipment, access to education material).  
 Probationary period: 30 days  
 Resolution: The program will have 30 days to correct the deficiency or submit a plan for resolution to the Residency Program Committee.

#### **Impact of probation/suspension on residency training:**

Residents in training at the time of *Probation* can continue to earn credit towards the completion of ACVECC training requirements, while residents in training at the time of a *Suspension* cannot continue to earn such credit. No new Residents may be recruited for training at a Residency Training Facility while the associated Residency Training Program is on probation. This includes recruitment through the Veterinary Internship and Residency Match Program (VIRMP). The only exception to this policy is if the resident was officially matched to the program through the VIRMP prior to the program being placed on probation. In this circumstance, the resident will enter the program subject to the requirements of a program on probation. No exceptions will be available to Programs that have been suspended.

The Facility Administrator/Program Director or an affiliated ACVECC Diplomate is required to notify all new residents matched to the Program within 15 days of any change to the Program's status. VIRMP has worked with ACVECC to document information about the registration process into the matching system. Residents can choose to decline the match without sanctions by the VIRMP if they are matched to a program that is not registered by ACVECC or that is placed on probation by ACVECC.

Residency Training Programs that do not comply with probation rules will be immediately suspended.

The Office of the Executive Secretary or the Chair of specific Committee involved will notify programs regarding program deficiencies, probation, or suspension via email to be addressed to the Facility Administrator/Program Director, all Supervising ACVECC Diplomates, and the department chair (or practice equivalent). Residents in the program will also be copied on all communications involving the program's status.

#### **Reinstatement of a suspended program:**

A suspended program may apply for reinstatement once the deficiencies causing the suspension have been corrected. Applications for reinstatement of a suspended program will be accepted by the Residency Training Committee at any time within 12 months of the date of suspension. If a suspended program is unable to reapply within that 12-month period, then the regular application date of July 1<sup>st</sup> will apply. The Facility Administrator/Program Director must submit a standard, fully completed Application for a Residency Training Program indicating a request for reinstatement. If approved by the Residency Training Committee, the program is reinstated starting at the date of request for reinstatement.

#### **RESIDENCY QUESTIONS OR CONCERNS:**

Any Resident who has a concern with their residency should discuss the question or concern with their Mentor or appropriate local institutional official. If the question or concern cannot be satisfactorily addressed at the local level and the Resident believes the ACVECC can be of assistance, the Resident can contact the Chair of the RTC or the ACVECC Ombudsman in confidence. Issues that cannot be addressed by the RTC or Ombudsman will be forwarded to the Council of Regents.

The Ombudsman can help facilitate issues that have not been resolved through traditional channels. The Ombudsman serves as a neutral party during discussions regarding any such issues.

Contact information for the Chair of the RTC can be obtained from the office of the ACVECC Executive Secretary ([office@acvecc.org](mailto:office@acvecc.org)). The ACVECC Ombudsman may be contacted via email at [ACVECCombudsman@gmail.com](mailto:ACVECCombudsman@gmail.com).

#### **DEFINITIONS AND REQUIREMENTS**

The following section contains Definitions and Requirements for Terms used in this document requiring further detail or clarification.

**Active Status/ Inactive Status:** A Resident is considered to be **active** if they are making satisfactory progress toward the completion of the Residency requirements. To remain active a Resident must:

- Complete at least 10 Immersion Weeks per year (except in their final year when fewer than 10 weeks might be required fulfill requirements)
- Maintain the most current Knowledge requirements
- Maintain the most current Experience and Skills requirements
- Complete all assigned Training Benchmarks with their Mentor
- Submit Annual Progress Reports detailing the completion of requirements to the Credentials Committee (Annual Progress Reports must be approved by the Credentials Committee for a Resident to be considered active)

A Resident is considered to be **inactive** when, by choice or by action, they are not making satisfactory progress toward completion of Residency requirements. A Resident may choose to be placed on inactive status by applying to and receiving approval from the Credentials Committee. Note that the Credentials Committee must also approve the **restarting** of the Resident's program.

If it is determined that a Resident is not making satisfactory progress in the completion of their requirements or if a Resident fails to meet deadlines or other reporting requirements, the Credentials Committee can place that Resident on inactive status.

The length of time that a Resident can be inactive is limited by the requirement that a Residency must be completed, and Credentials submitted for the Certifying Examination within six (6) years of beginning their Residency.

To be reinstated to active status, Residents must apply in writing to the Credentials Committee. The Credentials Committee will determine which requirements must be fulfilled for reinstatement. These will depend on the circumstances under which the Resident was placed on inactive status.

**Administrator:** An Administrator must be chosen at each Residency Training Facility to handle the non-clinical and non-educational administrative aspects of a Residency Training Program. These administrative tasks can be performed by a Mentor or they may be transferred to somebody at the Residency Training Facility with other administrative duties. In the case that the Administrator is not a Mentor, the Administrator may not sign documents on the behalf of Mentors, Supervisors, or Residents.

**Allied Specialty:** An Allied Specialty is a specialty recognized by the ACVECC Council of Regents whose Diplomates are eligible for residency training as Fellows. These specialties include the following:

- ACVIM - American College of Veterinary Internal Medicine
- ECVIM - European College of Veterinary Internal Medicine
- ACVS - American College of Veterinary Surgeons
- ECVS - European College of Veterinary Surgeons
- ACVAA - American College of Veterinary Anesthesia and Analgesia
- ACVO - American College of Veterinary Ophthalmology
- ECVO - European College of Veterinary Ophthalmology
- ACVIM-N - American College of Veterinary Internal Medicine - Neurology
- ECVN - European College of Veterinary Neurology
- ACVIM - American College of Veterinary Internal Medicine - Cardiology
- ECVIM - European College of Veterinary Internal Medicine - Cardiology

**Candidate:** A Resident who has completed their Residency Training Program (verified by the Mentor and the Residency Training Facility) is termed a **Candidate** until they have:

- Completed all outstanding requirements
- Had their Credentials Application accepted by the Credentials Committee and been given permission to sit the Certifying Examination

**Credentialed Candidate:** A Candidate that has had their Credentials accepted by the Credentials Committee and been given permission to sit the Certifying Examination is termed a **Credentialed Candidate** until they have:

- Passed the Certifying Examination
- Been granted Diplomate status by the ACVECC Council of Regents

**Diplomate:** An ACVECC Diplomate has completed all training requirements, passed the Certifying Examination, and has been granted Diplomate status by the ACVECC Council of Regents. A certificate is issued to new Diplomates by the ACVECC Executive Secretary following approval by the ACVECC Council of Regents.

**Fellow and Fellowship:** A Fellow is a Resident who has applied and been accepted into an approved Residency Training Program by a Mentor, the Residency Training Facility, and the ACVECC **and** is a Diplomate of an Allied Specialty (*see above*). A Fellowship is a Residency that is undertaken by a veterinarian who is already a Diplomate of an Allied Specialty. Within this document, the term 'Resident' includes both Residents and Fellows and the term 'Residency' includes both Residencies and Fellowships except where specific distinctions exist. There are significant differences between the training requirements for Residents and Fellows (*see Term of Residency Training and Core Curriculum sections*). Fellows may waive the Immersion in Specialty Practice in their specialty. Applicants applying for a Fellowship must register with the ACVECC Executive Secretary in the same manner as Residency Applicants.

A contingency (2011– 2021) allows for Large Animal Residents who have previously completed a Residency in an Allied Specialty to transition to a fellowship if they successfully pass all credentialing requirements for that Allied Specialty during the first 12 months of their residency in Emergency and Critical Care. Application for this transition must be made within 1 month of becoming board certified in the allied specialty. Application includes submitting a Major Change Form signed by both Resident and Mentor to the Chair of the RTC along with an updated Progress Report, plan for completion of the Fellowship, and proof of certification in the Allied Specialty. As previously stated in the "Changes to a Residency Training Program" section above, an ACVECC-approved Fellowship Training Program may need to be in place **prior to** initiating Fellowship training. However, if the only change that will occur with such a transition is a modification of the Training Program's core curriculum, then application for a new Training Program may not be necessary. This will be at the discretion of the RTC.

**Supervisor:** Supervisors must be board-certified Diplomates in good standing in a specialty recognized by the American Board of Veterinary Specialties. Diplomates of a specialty recognized by the European Board of Veterinary Specialties and Fellows of the Australian and New Zealand College of Veterinary Scientists can supervise non-ECC immersion week(s). In addition, Supervisors must be board-certified in a specialty designated by the ACVECC for training E/CC Residents and may only supervise rotations in their specialty. Supervisors of rotations in human Emergency and/or Critical Care medicine must be Medical Doctors. A Supervisor must be approved by and remain in good standing with the RTC. Initial standing as a Supervisor is granted through the initial Residency Training Plan / Residency Training Facility approval process. To add or change Supervisors within an existing Plan / Facility, approval is granted through the Annual Update process (see section above regarding Annual Updates). Supervisors must be legally authorized (i.e., possess a license or meet other state and/or federal requirements) and permitted to practice in the facility where supervision will take place.

A Supervisor may supervise any number of Residents as long as the requirement for contact time during Immersion Weeks is met. However, it is important that Resident supervision is not diluted by a Supervisor trying to oversee too many Residents. It is expected that, during the **40 hours** logged by a Resident as an Immersion Week, the Supervisor is on site and immediately available to the Resident for **at least 20 hours of that time**. This requirement applies to both E/CC Immersion weeks supervised by an ACVECC Diplomate and non-E/CC Immersion weeks supervised by a Diplomate of the particular specialty for which Immersion is being logged. When a Resident trains with a Supervisor that is board-certified in



two or more specialties, they may log Immersion Weeks in **only one** of those specialties and the Supervisor must be actively practicing in that specialty during the Immersion Week(s).

**ACVECC Supervision:** Supervision of rotations in Emergency and/or Critical Care medicine. This Immersion time is supervised by ACVECC or ECVECC Diplomates and has the highest training requirements for Resident participation. Residents must have primary case responsibility (i.e., responsibility for diagnostic and therapeutic decisions) for a significant number of cases. Residents must not be restricted to the role of an observer or consultant.

**Specialist Supervision:** Supervision by Diplomates of other specialties. Residents and Supervisors must work together in clinical practice in which the Resident is on duty and managing cases and the Supervisor is providing frequent consultation and in-depth case review of cases that can contribute to the progress of the Resident's education. Residents must have a significant role in case management as either primary clinician or consultant. Residents must not be restricted to the role of an observer.

Supervisors need not personally examine each patient seen by the Resident but must provide frequent consultation and in-depth case review of those cases that can contribute to the progress of the Resident's education.

It is up to the Mentor and the Supervisors to ensure the quality of supervision for each Resident in training. The ACVECC reserves the right to establish and monitor standards for Supervisors and to review and report their performance and success in training, to place them on probation, and to withdraw their privileges if necessary.

**Key Points:** Supervisors to E/CC residents must:

- Be an ACVECC diplomat or board-certified in a specialty designated by ACVECC for training E/CC residents (see list above)
- Be immediately available to the resident for at least twenty (20) hours of every 40-hour immersion week

## COMMITTEES

Committee related to residency training are appointed by the ACVECC President. Committee Chairs serve for two (2) years and are expected to complete a written status summary at the end of their terms. Committee Vice Chairs serve renewable one (1) year terms and are considered apprentices for the Chair position.

**Joint Committee on Training and Certification:** The Joint Committee on Training and Certification is a standing committee of the ACVECC which:

- Is comprised of the Chair, Vice Chair, most recent past Chair from each of the Residency Training, Credentials and Examination committees (note that the Chair of this committee may not serve concurrently as Chair of one of the three training committees), as well as other members as the President should select to ensure adequate representation from the College.
- Monitors the activities of the Residency Training, Credentials and Examination Committees to ensure they are acting in a manner consistent with the Residency Standards
- Coordinates the activities of the three committees
- Updates the Residency Standards (*this document*)

**Residency Training Committee:** The RTC is a standing committee of the ACVECC whose mission is to ensure that ACVECC residency training requirements remain relevant to the College's overall residency training goals, that Residents and the ACVECC Diplomates that train them are fully aware of these specific requirements and associated formal residency training standards, and that ACVECC-approved Residency Training Programs remain in compliance with these same standards, and which:

- Establishes the detailed requirements for Residency Training Programs (Residency Training Plans and Facilities) consistent with the Residency Standards (*this document*)
- Processes applications for approval of Residency Training Programs (Residency Training Plans and Facilities):
  - Evaluates, approves, and reviews Residency Training Plans such that all are in compliance with the Residency Standards and meet the requirements of the ACVECC and the AVMA
  - Evaluates, approves, and reviews Residency Training Facilities
- Establishes the specific criteria for monitoring of and reporting on Residency Training Programs (Residency Training Plans and Facilities).
- Approves changes or exceptions to a Residency Training Program
- Maintains a list of approved Residency Training Programs, Supervisors, and Mentors
- Publishes information about Residency Training Programs so that prospective Residents are well informed about the Programs to which they apply. This is to include:
  - Information regarding the Training Facility
  - Information regarding the Training Plan
  - Names of the Facility Administrator and all ACVECC Mentors and Supervisors on-site
  - Names of other board-certified Supervisors on-site
  - Program Metrics
- Establishes the specific requirements for the Core Curriculum including the Knowledge, Immersion, and Experience and Skills requirements and provides this information, through the Executive Secretary, to all that request it
- Develops the specific requirements for the Training Benchmarks and provides this information, through the Executive Secretary, to all active Residents and Residency Training Programs. Training Benchmark content is prepared by a Benchmark Subcommittee made up of past and aspiring Examination Committee members.
- Provides guidance and support to Mentors, Supervisors, and Administrators according to Residency Standards and the standards and procedures adopted by the ACVECC and the AVMA
- Works closely with the Credentials Committee to ensure consistency in providing necessary guidance and support to Residents, Candidates, and Mentors.

**Credentials Committee:** The Credentials Committee is a standing committee of the ACVECC which:

- Establishes the specific criteria for monitoring the performance of Residents and Candidates consistent with the Residency Standards including:
  - Reviewing and evaluating Annual Progress Reports

- Tracking performance of Mentors, Residents and Candidates
- Maintaining a list of approved Mentors, Residents and Candidates
- Reports to the Resident, Mentor, Residency Training Facility, and the Council of Regents any deficiencies in training or any concerns about the progress of a Resident.
- Provides guidance and support to Residents, Candidates, and Mentors according to Residency Standards and the standards and procedures adopted by the College and AVMA
- Works closely with the Residency Training Committee to ensure consistency in providing necessary guidance and support to Residents, Candidates, and Mentors.
- Receives and evaluates credentials from Residents and Candidates applying to sit the Certifying Examination
  - Ensure that submitted publications are adequately ECC-directed
  - Reviews petitions for journals to be added to the list of acceptable journals for board eligibility
- Notifies the Council of Regents and Executive Secretary of individuals who are deemed ineligible to sit the Certifying Examination and delineates the areas of deficiency to the Resident or Candidate and the Mentor

**Examination Committee:** The Examination Committee is a standing committee of the ACVECC which:

- Maintains and updates the database of examination questions
- Writes, administers, scores, validates, and determines the pass point for the Certifying Examination
- Reports to the ACVECC Council of Regents the results of the Certifying Examination and makes recommendations regarding the pass point
- Provides a written summary of deficiencies in a letter of clarification for Credentialed Candidates following failure to pass the Certifying Examination
- Upon appeal of a Credentialed Candidate, provides relevant information to the Appeals Committee
- Annually updates the list of Required References and Experience and Skills requirements

**Appeals Committee:** The Appeals Committee is a standing committee of the ACVECC that may be activated from time to time by the President of the ACVECC to act on any appeals.